

HIRING INFORMATION



Stephen F. Schmidt
Chief of Police



A Nationally Accredited Police Agency

APPLICANT REQUIREMENTS – POLICE OFFICERS

The following information is supplied in an effort to inform you about the Village of Elk Grove Village and its Police Department. Some items contained herein are subject to change without notice. If you have specific questions on any of these items, or about Elk Grove Village, please feel free to contact the Fire and Police Commission at (847) 357-4038 or via e-mail to fpc@elkgrove.org.

All appointments to the Police Department (except the Police Chief, Deputy Chiefs, Commanders, and civilian personnel) are made by a three-member Board of Fire and Police Commissioners, who are appointed by the Village President and Board of Trustees.

Citizenship	At the time of orientation, applicant must be a citizen of the United States.
Age	At the time of the written examination, all applicants for Police Officer positions in the Elk Grove Village Police Department must be 21 years of age, but not have attained 35 years of age.
Driver's License	All applicants must be legally eligible to operate a motor vehicle in the State of Illinois.
Character	Each candidate must be of good character; must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in the Illinois Compiled Statutes 65ILCS5/10-2.1-6.
Education	Each candidate must have completed 60 semester credit hours from an accredited college or university.
Health	Each applicant must be in excellent physical condition and must pass both a medical exam, a physical ability test, and the Peace Officer Wellness Evaluation Report (POWER) Test.

POLICE OFFICER TESTING PROCESS

The Village of Elk Grove Village announces open competitive examinations for the position of:

POLICE OFFICER

Selections will be based on the results of a written exam, physical ability test, oral interviews, background investigation, and polygraph, psychological and medical examinations.

TESTING SCHEDULE (Tentative)

Registration

October 1, 2005 through January 11, 2006

Mail-in and walk-in registration accepted. \$20.00 non-refundable registration fee required. Refer to registration form for details.

Orientation (Mandatory)

January 13, 2006 – Friday

Elk Grove Village Municipal Building, 901 Wellington Avenue, Elk Grove Village, IL

Check-in 7:00 p.m. to 8:00 p.m. (no admittance after 8:00 pm)

Program	8:00 p.m. to 9:00 p.m.
---------	------------------------

Written Examination

January 14, 2006 – Saturday

Elk Grove High School, Elk Grove Village, IL

Check-in 8:30 a.m. to 9:00 a.m.

Test	9:00 a.m. to 12:00 p.m.
------	-------------------------

The testing process consists of the following steps. Eligible candidates are advised by mail of the exact date and times.

- | | |
|----------------------------------|---------------------------|
| 1. Written Examination | January 14, 2006 |
| 2. Physical Ability Test (POWER) | January 29, 2006 – Sunday |
| 3. Group Interviews | February/March 2006 |
| Eligibility list posted/mailed | March/April 2006 |
| 4. Background Investigation | March/April 2006 |
| 5. Polygraph Examination | April, 2006 |
| 6. Individual Oral Interview | May, 2006 |
| 7. Psychological | June, 2006 |
| 8. Medical | June, 2006 |
| 9. Hire Date | July 3, 2006 |
| 10. Police Academy | July 10, 2006 |

The written examination and the group interview are each worth 50% of the score for the eligibility list.

Candidates not successfully completing this testing process may reapply, and be retested and reevaluated at future tests.

If you have any questions, please feel free to contact the Fire and Police Commission at (847) 357-4038.

**The Village of Elk Grove Village is an Equal Employment Opportunity
Affirmative Action Employer**

GENERAL INFORMATION

Training	Recruits without prior police experience are sent to a State Certified Training Academy for the Basic Training Course. In accordance with state law, each recruit must successfully complete the course and pass the State Certification Test. Upon being certified as an Illinois Police Officer, recruits begin a one-year probationary period. Once certified by the State Training Board, the recruit is assigned to a specially trained Field Training Officer for additional training. If the probationary recruit officer elects to separate from the Police Department, and not complete his/her one (1) year probationary period, the cost of the training may be reimbursed by the recruit/probationary officer.
Work Schedule	Normally, Police Officers work an average forty (40) hour week, which amounts to 2,080 hours annually, In the Patrol Section, there are three 8-hour shifts.
Benefits	The Village of Elk Grove Village offers a comprehensive benefit package for the employee and their dependents including sick leave, hospitalization, life insurance, and dental insurance. Vacation and holiday benefits are also provided.
Deferred Compensation Plan	Full-time Village employees may participate in a Deferred Compensation Plan made available through the Village by International City Management Association Retirement Corporation.
Police Pension	All sworn Police Officers are eligible to participate in the pension fund. Within three (3) months after being appointed to the sworn position, the Police Officer must make written application to the Pension Board if they wish to participate. The Police Pension Board will make a decision to accept or reject the application based on the criteria provided in the Illinois Compiled Statutes.
Voluntary Retirement	Police Department retirement eligibility is at age fifty (50) with twenty (20) years of service (ten years if mandatorily retired).
Retirement Benefit	Annual benefits equal to the product of final pay times the sum of (1) 50%, plus (2) 2.5% for each year of service in excess of 20 years, but less than 30 years. Maximum benefit is 75% of final pay. If mandatorily retired with between 10 and 20 years of service, benefit is 2.5% of final pay times years of service.

GENERAL INFORMATION

Final Pay Final pay is defined as the salary attached to the rank held upon separation from active service.

Uniforms Personnel assigned to the Police Department who are required to wear uniforms shall purchase the uniforms from an authorized supplier either directly at their own cost; or through the Village on a seventy (\$70) dollar per paycheck installment plan. After one year of continuous employment, and appointment as a permanent full-time employee, reimbursement will be made to the employee upon receipt of documented evidence of the cost of the uniforms. If for any reason a probationary Police Officer is separated from employment with the Village, the employee will not be eligible for any reimbursement of expenses for uniforms or equipment.

Wage/Salary Rates

		Annual Salary..... Effective:
Step:		<u>05/01/05</u>
1	Entrance	\$47,727
2	After 1 full year of service	\$50,790
3	After 2 full years of service	\$53,855
4	After 3 full years of service	\$56,919
5	After 4 full years of service	\$59,980
6	After 5 full years of service	\$63,027
7	After 6 full years of service	\$67,074

Employees are paid bi-weekly on Friday, with twenty-six (26) pay periods per year.

Vacation Eligibility

1. After completing one (1) full year of continuous service, an employee is eligible for 10 Days of vacation.
2. After completing five (5) full years of continuous service, an employee is eligible for 15 Days of vacation.
3. After completing ten (10) full years of continuous service, an employee is eligible for 18 Days of vacation.
4. After completing fifteen (15) full years of continuous service, an employee is eligible for 20 Days of vacation.
5. After completing twenty (20) full years of continuous service, an employee is eligible for 23 Days of vacation.
6. After completing twenty-five (25) full years of continuous service, an employee is eligible for 25 Days of vacation.

Holidays

Each full-time Police Officer will receive 8 paid holidays: New Year's Day, Fourth of July, Thanksgiving Day, and Christmas Day, Martin Luther King Day, President's Day, Memorial Day and Labor Day.

APPLICANT POLYGRAPH EXAMINATION

The following areas are subject to questions during each police candidate polygraph examination.

1. Thefts of merchandise from places of employment.
2. Thefts of money from places of employment.
3. Thefts from a store by shoplifting.
4. Illegal drug trafficking or dealing.
5. Illegal drug or medication use.
6. Use of alcohol.
7. Falsification or minimization of any details in your written testing or requested information.
8. Participation in any type of organized crime.
9. Arrests for anything other than minor traffic violations.
10. Commission of a crime which has not been detected.
11. Concealment of anything in your background that would affect your chances for this position.
12. Involvement in a physical fight with another person.
13. Use of excessive physical force against another person.
14. Payment or receipt of any bribes.
15. Setting of any illegal bribes.

The following areas are also subject to questions if there has been previous or present police/public safety experience:

1. Commission of any unlawful acts while in uniform or while functioning in the line of duty.
2. Commission of any thefts on duty as a Police Officer.
3. Violation of any departmental rules or regulations.

P.O.W.E.R. TEST (Peace Officer Wellness Evaluation Report)

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the Peace Officer Wellness Evaluation Report (POWER) test for entering any of the Illinois certified police academies.

These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. Candidates unable to meet these fitness requirements are eliminated from the hiring process with the Elk Grove Village Police Department.

The POWER test consists of four basic tests. The test will be given in the order listed with a rest period between each test. The actual performance requirement for each test is based upon age (decade) and sex, and is as follows:

	MALE		FEMALE	
TEST	21-29	30-35	21-29	30-35
1. Sit and Reach	16.0	15.0	18.8	17.8
2. One-Minute Sit-Up	37	34	31	24
3. Maximum Bench Press Ratio (Ratio of weight pushed divided by body weight)	0.98	0.87	0.58	0.52
4. 1.5 Mile Run	13.46	14.31	16.21	16.52

